DOCUMENT RESUME

JC 020 045

ED 458 922

TITLE	Annual Report to the Ministry of Advanced Education, Training and Technology, 2000-2001.
INSTITUTION	British Columbia Council on Admissions and Transfer, Vancouver.
PUB DATE	2001-04-00
NOTE	30p.
AVAILABLE FROM	For full text: http://www.bccat.bc.ca.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Articulation (Education); College Credits; *College Transfer Students; Community Colleges; Foreign Countries; Higher Education; *Institutional Cooperation; *Transfer Policy; Transfer Programs; *Transfer Rates (College); Transfer Students
IDENTIFIERS	*British Columbia

ABSTRACT

This annual report documents the activities of the British Columbia (BC) Council on Admissions and Transfer. Highlights include: (1) the BC Transfer Guide lists equivalencies for first- and second-year courses taken at 23 "sending" institutions, transferring to 12 "receiving" institutions--as of March 2001, a total of 7,235 such courses were listed; (2) a total of 45,392 transfer agreements were recorded; (3) a total of 1,846 changes were made to 2000-2001 sending institution courses in the 5-month period of November 2000 through March 2001; (4) according to a survey of BC students, 71% transferred from a college or junior institute to a four-year institution for further studies, 86% were at least satisfied with their transfer experience, and 12% reported not receiving all the transfer credit they expected; (5) BC college transfer students entering the three largest BC universities receive credit for 85% of the credits they earn at college; (6) analyses of student transcripts revealed that the most significant reason for courses not transferring is that they have not been articulated--that is, the college offering the course has not negotiated transfer credit; and (7) three projects were launched to enhance transferability in specific discipline or program areas. This report also includes a chart of major activities, a list of council members and meetings, listings of projects completed and in process, and an appendix. (EMH)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 458 922

2000-2001 Annual Report to the Ministry of Advanced Education, Training and Technology

April 2001

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

J Karlinski

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

555 SEYMOUR STREET
SUITE 709
VANCOUVER, BC
V6B 3H6
CANADA

TEL: 604-412-7700
FAX: 604-683-0576

EMAIL: admin@bccat.bc.ca
WEB: www.bccat.bc.ca

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

TC020045

BEST COPY AVAILABLE

2000–2001 Annual Report
to the Ministry of Advanced Education, Training and Technology

April 2001

Prepared by BCCAT Staff/Contractor
Frank Gelin, Executive Director
Finola Finlay, Associate Director
Barbara Clague, Executive Secretary
Jean Karlinski, Administrative Assistant
Raymond Bendall, Transfer Guide Coordinator

© Copyright 2001 by the
British Columbia Council on Admissions and Transfer
709 – 555 Seymour Street, Vancouver, BC V6B 3H6 Canada

Phone: (604) 412-7700
Fax: (604) 683-0576
E-Mail: admin@bccat.bc.ca

BCCAT is the official mark of the B.C. Council on Admissions and Transfer, as published by the Registrar of Trade-marks of the Canadian Intellectual Property Office

This Report is also available in Adobe Acrobat Portable Document Format (pdf), from BCCAT Online, the Internet service of the B.C. Council on Admissions and Transfer: www.bccat.bc.ca

Photocopying and further distribution of this document is permitted.
Please credit source.

Table of Contents

Introduction 7

Admissions and Transfer in British Columbia 8
- Number and Kind of Institutions Comprising the B.C. Transfer System
- Number and Type of Transfer Arrangements
- Recent Research Highlights

Council Members, Meetings, Committees 12
- Members of Council During the Year 2000-2001
- Meetings and Committees

Chart of Major Activities 13

Projects Completed This Fiscal Year 14
- British Columbia Transfer TIPS
- Transfer: Some Solutions
- Handbook on Constructing and Negotiating Block Transfer Agreement
- New Associate Degree Requirements
- Student Access and Mobility within the British Columbia Post-Secondary System
- Five Student Profile Reports
- The *Transfer Guide* Course Equivalency Database Reorganization
- A New Institution Added to the *Transfer Guide*
- Transcript Assessment Studies Overview: What Transfers? What Doesn't?
- "Can I transfer *from* a University?"
- Articulation Committees: Their Essential Role in a Successful Transfer System
- Report on Admission and Transfer Experiences
- Articulation Committee Handbook
- Three Transfer Innovations Projects
- TAP Fund Project

Projects In Progress 18
- Study of Admissions Policies, Practices, and Capacity in the B.C. Post-Secondary System
- Athabasca University Request
- New Transfer Policies for Holders of Associate Degrees
- Web-Based Transfer Credit Evaluation Form
- Transfer Innovations & TAP Fund Projects
- Ongoing Studies

Regular And Ongoing Activities 20
Institutional Contact Persons (ICPs)
B.C. Transfer Guide & Online Version of the guide
BCCAT Online – www.bccat.bc.ca
Articulation Committees
Transfer Liaison Network (TLN)
Research and Publications

Support to the System 22

Private Post-Secondary Institutions 23

Collaboration with Other Groups 24
Ministries, Agencies, Groups & Organizations in B.C.
Out-of-Province & National Organizations
International Contacts

Appendix (List of Documents Cited in Report) 28

BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER
SUPPORTING BC's EDUCATION SYSTEM

30 April 2001

Ms. Robin Ciceri
Assistant Deputy Minister
Ministry of Advanced Education, Training & Technology
PO Box 9880 Stn Prov Govt
Victoria, B.C. V8W 9T6

Dear Ms. Ciceri:

We are pleased to present the 2000–2001 Annual Report of the B.C. Council on Admissions and Transfer.

This year has been a time of growth and change in the B.C. transfer system. We have added a new institution to the *Transfer Guide* for the first time in many years, and have assisted several degree-granting institutions to make the transition to the role of "receiving institution" where an increasing number of students can be expected to transfer in the years ahead. We have added greatly to our knowledge of how transfer works through a significant number of research reports and we have overseen several projects designed to implement new and more flexible models of transfer.

As institutions continue to grow and diversify, seeking to expand their missions and serve the emerging educational needs of British Columbians, the role of the Council in promoting equitable transfer policies and processes and in bringing some measure of coordination and consistency to our complex system of autonomous institutions is more critical than ever.

Student mobility and access, as well as program and institutional efficiency, are well served by fair and stable transfer arrangements. We believe that, by providing support to the Ministry and to institutions to ensure that ease of transfer continues to be a cornerstone value of post-secondary education in B.C., the Council has provided significant service to the province and exceptionally good value for money.

Yours sincerely,

Bob Brown, Co-Chair
Frank Gelin, Co-Chair and Executive Director

Introduction

The mandate of the British Columbia Council on Admissions and Transfer is to support and facilitate effective articulation, transfer, and admission arrangements for students wishing to move between the province's colleges, institutes, university colleges and universities.

The Council was established by the Minister of Advanced Education & Job Training in 1989. Its key role is to encourage the collaborative leadership that is required throughout the B.C. post-secondary education system to develop and maintain a system of articulation that benefits students by improving the transferability of their academic credits.

To outline its expectations of the Council for the fiscal year 2000–2001, the Ministry of Advanced Education, Training & Technology sent a Management Letter, signed by the Assistant Deputy Minister, dated June 14, 2000. This document reports on the activities of the Council, including those highlighted in the Management Letter as well as other initiatives and projects.

As can be seen in this report, the Council has had another highly productive year. Increased flexibility of transfer credit arrangements will come from two significant undertakings. Resulting from the work of its Associate Degree Review Task Force, the Council encouraged all provincial degree-granting institutions to adopt policies favourable to holders of an associate degree. To date, four research universities, the B.C. Open University and two university colleges have undertaken to guarantee transfer credit for all courses completed as part of an associate degree, even if some of those courses would not otherwise be transferable on a course-to-course basis. Through its Transfer Innovations initiative the Transfer and Articulation Committee launched projects designed to enhance transferability in specific discipline or program areas. Three such projects are now complete and many more still in process.

The Council also initiated a study of post-secondary admission policies and practices in keeping with the "admissions" component of its mandate. Overall, the broad range of Council initiatives and accomplishments are reflected in its 19 publications during this fiscal year: seven major research reports; seven newsletters including two issues of the newest publication, the *Advisor*; three handbooks; the *B.C. Transfer Guide*; and the Annual Report. This is a remarkable achievement given the modest size of the Council's operations but also reflects the tremendous level of support and cooperation provided by all major components of our post-secondary system to improve student transfer and mobility among our institutions.

Admissions & Transfer in British Columbia

Number and Kind of Institutions Comprising the B.C. Transfer System

The public post-secondary education system in British Columbia encompasses 28 autonomous institutions – one agency, eleven community colleges, five institutes, five university colleges, and six universities. For the purpose of formalized transfer arrangements Yukon College and four private institutions are included in the *B.C. Transfer Guide*, the official record of such agreements – thus the number of institutions in the formal transfer system totals 33. Fourteen public institutions and one private one are able to grant degrees (indicated below by *).

Agency – 1

- Open Learning Agency (B.C. Open University) (Burnaby) *

Community Colleges – 11

- Camosun College (Victoria)
- Capilano College (North Vancouver)
- College of New Caledonia (Prince George)
- College of the Rockies (Cranbrook)
- Douglas College (New Westminster)
- Langara College (Vancouver)
- North Island College (Courtenay)
- Northern Lights College (Dawson Creek)
- Northwest Community College (Terrace)
- Selkirk College (Castlegar)
- Vancouver Community College (Vancouver)

Institutes – 5

- British Columbia Institute of Technology (Burnaby) *
- Emily Carr Institute of Art and Design (Vancouver) *
- Institute of Indigenous Government (Vancouver)
- Justice Institute of British Columbia (New Westminster)
- Nicola Valley Institute of Technology (Merritt)

University Colleges – 5

- Kwantlen University College (Surrey) *
- Malaspina University-College (Nanaimo) *
- Okanagan University College (Kelowna) *
- University College of the Cariboo (Kamloops) *
- University College of the Fraser Valley (Abbotsford) *

Universities – 6

- Royal Roads University, (Colwood -Victoria) *
- Simon Fraser University (Burnaby) *
- Technical University of British Columbia (Surrey) *
- University of British Columbia (Vancouver) *
- University of Northern British Columbia (Prince George) *
- University of Victoria (Victoria) *

Public Out of Province Institutions – 1

- Yukon College (Whitehorse)

Private B.C. Institutions – 4

- Columbia College (Vancouver)
- Coquitlam College (Coquitlam)
- Corpus Christi College (Vancouver)
- Trinity Western University (Langley) *

Number and type of transfer arrangements

The B.C. transfer system is designed to allow students to pursue their first year or two of academic or applied study at a community college, a university college or an institute and have this work recognized by a degree granting institution towards the completion of a baccalaureate degree. Additional transfer routes are also possible (e.g. from college to college, university to university, etc.).

- The *B.C. Transfer Guide* lists equivalencies for first and second year courses taken at 23 "sending" institutions, transferring to 12 "receiving" institutions.[1] As of March 31, 2001, the *B.C. Transfer Guide* included a total of 7,235 such courses.

- For every sending institution course listed in the *B.C. Transfer Guide*, there are on average 6 transfer agreements in place with other institutions. Based on the more than 7,000 sending institution courses noted above, this results in a total of 45,392 course transfer agreements being recorded.

- A total of 1,846 changes were made to 2000–2001 sending institution courses in the 5-month period November 2000 to March 31, 2001.[2] This includes the addition of new courses as well as changes to course prefixes, numbering and credits.

1 While all institutions send and receive students, they are identified in the *Transfer Guide* as either primarily sending institutions or receiving institutions, and in some cases both, based on their major role.

2 Due to reorganization of the *Transfer Guide* database, this information is not available for the full fiscal year, but will be available for comparative purposes in future years.

- As well as individual course transfer, the *Transfer Guide* lists more than 500 "block transfer" arrangements (as compared with 300 reported last year), which allow students to receive credit for completed programs such as certificates or diplomas usually related to specific degree programs.

Recent Research Highlights

A survey of students who continued their studies at a B.C. public post-secondary institution after leaving a B.C. college, university college, institute or agency[3] found that:

- 71% transferred to a different institution for further studies.
- Of those who transferred, 65% went to a university.
- 29% continued their studies in a different program at the same institution.
- 32% of university college students stayed at their institution for further studies compared to 19% of college students (reflecting the fact that colleges do not offer upper level studies).
- 91% were enrolled in their institution of choice.
- 95% were in their preferred program of study.
- 86% were enrolled in all of the courses they wanted in their first semester (and an additional 5% enrolled in all but one of the courses they wanted).
- 86% of respondents who expected to transfer credits were "satisfied" or "very satisfied" with their overall transfer experience.
- 12% of this group reported not receiving all the transfer credit they expected.
- Close to half of the cases of unmet expectations were due to courses not being designed for transfer eligibility.
- 60% of respondents with unmet transfer expectations originated from the four largest sending institutions located in the Lower Mainland (Kwantlen University College, Capilano College, Douglas College and Langara College) while 73% of those with unmet transfer expectations transferred to universities. This reflects the volume of transfer between the largest sending and receiving institutions but *not* a higher than average rate of unmet expectations.

3 Year 2000 B.C. College and Institute Student Outcomes Survey analysis of admissions and transfer questions prepared for BCCAT by the Centre for Education Information.

Analyses of student transcripts reveal that:[4]

- B.C. college transfer students entering the three largest B.C. universities receive credit for 85% of the credits they earn at college. This percentage tends to be lower for Science students.
- The most significant reason for courses not transferring is that they have not been articulated; that is, the college offering the course has not negotiated transfer credit.
- For the most part, courses are not articulated because they are not university level.
- The proportion of unassigned credit (considered a university level course but not matching a specific university course) ranged from 16% to 29% of credits earned.

4 Based on analyses of samples of 1998 transcripts undertaken by SFU, UBC and UVic and published by BCCAT in synopsis form in 2000.

Council Members, Meetings & Committees

Members of Council during the year 2000–2001

Dr. Bob Brown (Co-Chair)
Dr. Frank Gelin (Co-Chair & Executive Director)
Dr. Margaret Anderson – university faculty (appointed August 2000)
Mr. Dileep Athaide – college faculty
Dr. Roger Barnsley – colleges, university colleges & institutes
Dr. Roger Blackman – universities
Mr. Rick Carruthers – secondary school sector
Dr. Penelope Codding – universities (appointed August 2000)
Dr. Terry Jean Crawford – university faculty (until August 2000)
Dr. Beth Davies – colleges, university colleges & institutes
Ms. Valerie Dunsterville – colleges, university colleges & institutes (resigned June 2000)
Dr. Robin Fisher – universities (appointed August 2000)
Dr. Neil Guppy – universities
Dr. David Leeming – university faculty (appointed August 2000)
Mr. Greg Link – colleges, university colleges & institutes
Mr. Michael Longton – university faculty (until August 2000)
Ms. Ann McArthur – colleges, university colleges & institutes
Dr. Lorna McCallum – colleges, university colleges & institutes (appointed August 2000)
Mr. Jaimie McEvoy – students
Ms. Barbara Partridge – private post-secondary institutions
Dr. Martin Petter – universities
Dr. Deborah Poff – universities (until August 2000)
Ms. Maureen Shaw – college faculty
Dr. Terry Sherwood – universities (until August 2000)

Meetings and Committees

The 55th meeting of the Council was held in June at BCCAT, the October meeting took place at Royal Roads University in Victoria, the December meeting was at BCCAT and the March meeting was at the Surrey campus of Kwantlen University College. At both meetings held at institutions, members of faculty, administration, and staff made presentations on their unique priorities and programs and discussed issues specific to their institution. Preceding the fall meeting, an orientation session was provided for new members, covering such topics as: history; structure; legal status; relationship to Ministry; mandate and role.

The following committees meet as required and oversee most of the projects and activities reported herein: the Transfer & Articulation Committee, the Institutional Contact Persons Committee, the Research Committee, the Task Force on Standards and Processes, the Transfer Liaison Network, and the Publications Committee.

B.C. Council on Admissions & Transfer

Major Activities

Transfer

Co-ordinate Articulation Committees & Transfer Agreements

Transfer Policy
- principles and guidelines for transfer
- advice and assistance to Ministry
- advice and assistance to institutions
- minimum letter grade for transfer
- information on non-traditional transfer
- private to public articulation issues

Articulation Committees
- Articulation Committee Handbook
- receiving, monitoring, responding to minutes
- appointing system liaison persons
- annual meeting of chairs
- liaison with secondary school system

BC Transfer Guide
- co-ordination
- production and distribution
- on-line updates
- web-based transfer request form

Improving Transfer
- transfer pathways
- transfer innovation projects
- block transfer
- mediating transfer disputes
- seminars and workshops on articulation and transfer

Associate degrees
- curricular requirements
- transfer and admission policies

Review and Recommend Transfer Processes

Timing issues for transfer students
- marking and review deadlines
- late grades
- semester/term dates

Tracking issues for transfer students
- electronic data interchange
- transfer credit evaluations
- lost documents

Record keeping issues
- record and transcript standards
- course numbers and discipline prefixes
- listing of course credit values

Information/communication issues
- "official" and institutional transfer guides
- course outlines
- Transfer Liaison Network
- transfer credit appeals
- assistance to new institutions on transfer processes

Admissions

Policy and Practice
- general admissions information
- system wide summary of institutional policies
- access for transfer students
- admission processes for transfer students
- admission requirements for transfer students

Research

Areas of Study
- policy reviews
- transfer student profiles
- transcript assessments
- student surveys
- retention and attrition
- patterns of student mobility
- transfer rates
- transfer administrative processes
- admissions information
- overall transfer effectiveness

Communications

Publications
- *BC Transfer Guide*
- BCCAT Online
- newsletters
- research reports
- research report summaries
- policy discussion papers
- brochures
- handbooks
- annual reports

System Collaboration
- with institutions
- with agencies
- with system committees
- with Ministry

Student Advising
- student transfer handbook (*B.C. Transfer Tips*)
- reply to student queries, FAQs
- Transfer Liaison Network
- *The Advisor*

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

SUPPORTING BC'S EDUCATION SYSTEM

MANDATE:
Council's mandate is to provide leadership and direction in facilitating articulation, transfer and admission arrangements among colleges, university colleges, institutes, agencies and universities in B.C. Specifically, the Council develops and promotes policies that facilitate the transferability of credit; publishes a transfer guide and user-friendly student materials; mediates transfer disputes; recommends practices designed to eliminate undue barriers to transfer; and commissions research into the overall effectiveness of the provincial transfer environment.

COUNCIL:
Council members are appointed by the Minister. They consist of two Co-Chairs, and representatives from colleges, institutes, university colleges, universities, faculty, students, school districts, and private institutions.

COMMITTEES:
The Council carries out its work with the assistance of a number of committees, whose members are drawn from the post-secondary system. The standing committees of council are the Transfer and Articulation Committee (TAC); Institutional Contact Persons Committee; Research Committee; Task Force on Standards and Processes; Transfer Liaison Network; and Publications Committee.

Revised: February 2001

Projects Completed this Fiscal Year

Many projects were completed during the fiscal year, most of which resulted in related publications. The appendix to this report contains the titles, numbers printed, distribution list and date, and web site locations of all of these publications.

British Columbia Transfer TIPS

A second printing of *B.C. Transfer TIPS* (Transfer Information for Post-Secondary Success) was produced in April 2000 and distributed widely throughout the system. TIPS is a user-friendly handbook for students outlining how transfer between B.C. post-secondary institutions works. It includes tips, student quotes, scenarios, a personal plan and checklist. This has proved to be a very popular publication and a third printing will be undertaken in the spring of 2001.

Transfer: Some Solutions

A special report entitled *Transfer: Some Solutions* was circulated to the system in April 2000. It provided some answers to questions raised in a publication of the previous year entitled *Transfer: What's the Problem?* Most of the "solutions" were the result of Transfer Innovations Projects undertaken by articulation committees to develop various methods of improving transfer. (More detail about completed Transfer Innovations Projects is provided later in this report.)

Handbook on Constructing and Negotiating Block Transfer Agreements

A *Handbook on Constructing and Negotiating Block Transfer Agreements* was completed in May 2000 and was well received by individuals responsible for such agreements at their institutions. A second printing was necessary and the handbook is being distributed both within and outside of the province.

New Associate Degree Requirements

June saw the launch of a new publication, the *Advisor*, a one-sheet document designed to bring significant new information to the attention of the post-secondary system for use by advisors and counselors. The first issue covered the New Associate Degree Requirements that were developed by the Council and approved last year by the Minister.

Student Access and Mobility within the British Columbia Post-Secondary System

A report entitled *Student Access and Mobility within the British Columbia Post-Secondary System* by past co-chair of the Council, Dr. John Dennison, was issued in June 2000. The purpose of this report is to review research and related projects commissioned by the Council; to summarize and integrate the results; and to provide a critical analysis of those results and their implications for public policy respecting admission and transfer of students within the British Columbia system of post-secondary education. Dr. Dennison draws upon his background knowledge of the higher education environment in British Columbia to supplement the research findings with analysis of selected policy decisions relevant to the development of the system over the past decade.

Five Student Profile Reports

Five Student Profile Reports were completed during the year – one from UVic for the years 1994–95 to 1998–99, two from UBC, the first for the years 1993–94 to 1997–98 and the second for the years 1994–95 to 1999–2000, and two from UNBC, the first for the year 1998–99 and the second for the years 1998–99 and 1999–2000. These reports provide detailed demographic information about transfer students entering specific universities. Data are provided that indicate the number of transfer students, where they transferred from, number of credits transferred, programs entered, and performance after transfer. Academic performance of transfer students is compared to that of direct entry students. Discussions have commenced with the universities pertaining to the feasibility of developing a common data structure for future student profile reports. One model under consideration is the submission of institution level data for inclusion in an aggregated report to be printed every three years.

The Transfer Guide Course Equivalency Database Reorganization

The *Transfer Guide* Course Equivalency Database was reorganized this year. This involved removing excessive redundancies in the data file; reducing data entry time and error potential; tracking accurate effective start and end dates for changes (this makes the data applicable to all academic years); and reducing the number of data files from one for each year's worth of data to a single data file.

A New Institution Added to the Transfer Guide

A new institution was added to the *Transfer Guide* – the first one in many years. Having completed the process coordinated by the University Presidents Council (TUPC), **Corpus Christi College**, a private college located on the UBC campus, has joined Columbia College, Coquitlam College, and Trinity Western University as the fourth private institution to be included in the guide. Corpus Christi has also successfully completed the accreditation process of the Private Post-Secondary Education Commission (PPSEC).

Transcript Assessment Studies Overview: What Transfers? What Doesn't?

In the fall, BCCAT published a Research Report entitled *Transcript Assessment Studies Overview: What Transfers? What Doesn't?* This report integrates three separate Studies done by UBC, SFU and UVic to assess what portion of college credits were granted transfer credit at the universities and, where credit was not granted, to determine the reasons why. The paper includes a recommendation to the system to examine courses not currently articulated which may be appropriate for articulation.

"Can I transfer from a University?"

A second *Advisor* came out in January 2001 answering the question: "Can I transfer *from* a University?" This question is the one asked most frequently of the Transfer Guide Coordinator so having this information in one source, both as a publication and on the web site, provides a valuable resource for students seeking such guidance. It was developed with extensive consultation with university college and university Admissions Directors.

Articulation Committees: Their Essential Role in a Successful Transfer System

Also issued in January was a one-page document entitled *Articulation Committees: Their Essential Role in a Successful Transfer System*. This was developed to assist institutions to appreciate the important role of articulation committees and to encourage them to appoint as representatives experienced members of their departments. This document was distributed widely to all institutions via the vice-presidents academic, with the request that copies be made available internally to all relevant individuals.

Report on Admission and Transfer Experiences

In February, the Council and the Centre for Education Information (CEISS) produced a full report, as well as a four-page newsletter, profiling the admission and transfer experiences of over 6,000 students who continued their studies in B.C.'s public post-secondary system after having participated in either an Arts or Sciences or an Applied program in a community college, university college, or institute. It is based on input received from students through the Year 2000 B.C. College and Institute Student Outcomes Survey.

Articulation Committee Handbook

At the end of March the third and substantially revised and expanded edition of the *Articulation Committee Handbook* was completed and sent to all articulation committee chairs for distribution at their next meeting. This Handbook contains background information on the role of the Council, and the roles and responsibilities of articulation committees. It includes a "Frequently Asked Questions" section as well as the Principles and Guidelines for Transfer.

Three Transfer Innovations Projects

Three Transfer Innovations Projects were completed this year. These projects were specific approaches to describing existing agreements or negotiating new models of transfer and were designed to address some of the "transfer problems" identified by the Council in previous years. Full reports will be provided at the 2001 meetings of the relevant articulation committees and the reports are available to the system via the BCCAT web site.

- The Environmental Programs (Descriptive Pathways) Project outlines all of the environmental programs, as well as potential block/major transfers between these programs. It is presented in the form of a grid, with each row representing a path that will result in the acquiring of a set of skills and knowledge that may be applied in the environmental employment sector. The Canadian Council for Human Resources in the Environment Industry (CCHREI) has established national occupational standards for environmental employment.

  For the full report visit: bccat.bc.ca/block/pathways/env.htm

- The Music (Flexible Pre-Major) Project contains a set of requirements deliverable by participating sending institutions and acceptable to participating receiving institutions as fulfilling the lower level requirements for the "general" or "comprehensive" major in a Bachelor of Music or comparable program. Admission to a receiving institution still depends on a successful audition but completion of the Flexible Pre-Major will satisfy generic course requirements.

  For the full report visit: bccat.bc.ca/artic/musi.pdf

- The Tourism Management (Block Transfer) Project provides information about how Tourism Diploma graduates can move to degree programs; and includes formal sign-off and maintenance procedures for the Block Transfer agreements.

  For the full report visit: bccat.bc.ca/block/tourismtable

TAP Fund Project

The Transfer & Articulation Project (TAP) Fund provides small amounts of money for articulation and transfer-related projects that do not fit the criteria for Transfer Innovations Projects. Most of these projects have centred on the development of good information sources for students about transfer in specific disciplines. One TAP Fund Project was completed in 2000–2001 by the Child & Youth Care Consortium. Since 1995 an integrated two-plus-two (diploma) and a one-plus-three (certificate) transfer credit model has been adopted universally across the Consortium. Using this model, articulation agreements have been developed with Child and Youth Care programs throughout B.C. as well as in other provinces.

For the full report visit: www.cycec.bc.ca

Projects in Progress

Study of Admissions Policies, Practices, and Capacity in the B.C. Post-Secondary System

A major initiative this year is the Study of Admissions Policies, Practices, and Capacity in the B.C. Post-Secondary System, due to be completed during the fiscal year 2001–2002. Phase 1 – Analysis of Applications and Registrations of B.C. College Transfer Applicants to B.C. Universities, Fall, 2000 has been completed under contract by SFU. This report provides information for the first time about the number of transfer students who applied to each university, who qualified for admission, who were offered admission, and who actually registered.

Athabasca University Request

A request was received from Athabasca University (AU) to include it in the *Transfer Guide* as a sending institution, since a significant number of B.C. students take courses through AU, for the purpose of applying that credit towards a degree at a B.C. institution. The Transfer & Articulation Committee of Council, while supporting in principle improved mechanisms to enhance inter-provincial transfer, has recommended against such action at this time. Further discussion will take place at the June Council meeting.

New Transfer Policies for Holders of Associate Degrees

New transfer policies for holders of Associate Degrees have been established during this year. Many of the universities and university colleges will now grant special credit for an associate degree – 60 transfer credits, even if all the courses taken towards the associate degree do not transfer individually to that institution. This issue is currently under consideration by additional university colleges and it is expected that their decisions will be made known in the coming year. Simon Fraser University and the University of Northern BC will continue to grant priority admission to holders of the Associate Degree over all other transfer students.

For specific policies at each institution, visit: www.bccat.bc.ca/block/assoc.htm

Web-based Transfer Credit Evaluation Form

A prototype of a web-based transfer credit evaluation form was demonstrated at the May 2000 meeting of the Institutional Contact Persons who encouraged Council to proceed to develop the complete instrument. Such a form will replace the existing intensive and cumbersome paper process with a more efficient computerized system and will be used by institutions to request, approve, and record new or revised transfer agreements. It is anticipated that Version 1 of the web application will be completed within the fiscal year 2001–2002, and Kwantlen University College has agreed to host the

application on its Lotus Notes computer platform for the entire B.C. Transfer system and to undertake any ongoing development as required.

Transfer Innovations & TAP Fund Projects

The following Transfer Innovations Projects are currently underway:

1. Adult Education (Descriptive Pathways)
2. Biology (Descriptive Pathways)
3. Biology (Transferability of Field Courses)
4. Business (Course Equivalencies)
5. Child & Youth Care (Block Transfer)
6. Creative Writing (Flexible Pre-Major)
7. Earth Sciences (Descriptive Pathways)
8. Earth Sciences (Flexible Pre-Major)
9. Environmental Programs (Block Transfer)
10. Forestry (Descriptive Pathways)
11. Geography (Descriptive Pathways)
12. Hospitality Management (Block Transfer)
13. Physical Education & Kinesiology (Block Transfer)
14. Theatre (Flexible Program Transfer)

The following TAP Fund Projects are currently underway:

1. Forestry (brochure)
2. Tourism Management (revised brochure)
3. Women's Studies (brochure and web site)

Ongoing Studies

A study of Admission, Retention, Attrition and Departure Patterns of students in the grade 12 graduating class of 1988 is being conducted at UBC. This is a section of a larger study being conducted on this cohort. Also underway is the Student Profile Report of the Open Learning Agency (B.C. Open University) that will accurately describe its unique role in student transfer. Completion of both is anticipated in fiscal 2001–2002.

The Office of Analytical Studies at SFU is coordinating two studies. A study integrating the findings and results from the student profile reports at UBC, SFU, and UVic is anticipated to be completed in fiscal 2001–2002. Another related study will attempt to determine to what degree any observed differences in academic performance at university between transfer students and students entering directly from high school can be attributed to differences in high school grades.

Preparing the Profiles of College Transfer Students at the University Colleges is a four-year undertaking. Data collection at the five university colleges began this year and a combined report is anticipated in summer 2004.

Regular and Ongoing Activities

Institutional Contact Persons (ICPs)

The annual meeting of the Institutional Contact Persons (ICPs) is held each year in May. This Committee is composed of two representatives (primary and secondary) from each post-secondary institution listed as a "sending" or "receiving" institution in the *B.C. Transfer Guide* and serves as the main point of contact between BCCAT and the post-secondary institutions which make up the transfer system. The main role of ICPs is to oversee the administration of transfer credit arrangements that are subsequently recorded in the *B.C. Transfer Guide*. As such, ICPs tend to be Registrars or staff who work in the Registrar's or Admissions' Office at their respective institutions.

B.C. Transfer Guide & Online Version of the Guide

One of the key functions of the ICPs is to proof the annual edition of the *B.C. Transfer Guide*. Twenty-three hundred copies of the guide were printed in June and distributed throughout the post-secondary system, as well as to senior secondary schools and public libraries. The online version of the guide has proved to be most successful, with 128,317 "hits" occurring to the main transfer guide menu in 2000, compared to 80,661 in 1999. In November 2000 an additional search routine was provided in the Online Guide so that transfer credit for up to six courses can be checked at the same time. Since the reorganization of its database, the online Transfer Guide can be more easily updated. To accomplish this the Transfer Guide Coordinator sends detailed email messages to each ICP every two weeks, outlining changes received in that period and requesting confirmation or correction.

BCCAT Online – www.bccat.bc.ca

The web site is the most important communication tool of the Council. In the spring of 2000 the home page was significantly redesigned and each year in January the staff and webmaster spend a full day reviewing the site and recommending improvements. Additions to it are made constantly, sometimes on a daily basis. A "What's New" section on the home page highlights additions made in the past three months.

Articulation Committees

BCCAT staff maintain liaison with all currently recognized articulation committees, receiving and responding to their minutes, noting contact information for their chair/co-chairs and system liaison persons, and noting the date and location of their upcoming meetings. Staff attend as many meetings of the committees as reasonable, attempting to visit all committees over a three or four year period. Particular concerns of committees are dealt with, on the request of the committees.

The addition of representatives from secondary schools to provincial post-secondary articulation committees has been a collaborative endeavour between BCCAT and the Centre for Curriculum Transfer and Technology (C2T2), with C2T2 serving as the link with the B.C. Teachers Federation and the Career Education Society to identify and designate secondary school teachers to sit on the committees. All but two committees now have a secondary school representative.

In February 2001 the regular forum of the chairs and system liaison persons of articulation committees was held with 86 participants. System Liaison Persons (formerly called Liaison Administrators) provide system-wide advice and support to their individual articulation committees. This meeting is the annual opportunity for those providing leadership to the articulation committees to learn of new developments and exchange experiences. Many suggestions from the discussion have been incorporated in the third edition of the Articulation Committee handbook.

Transfer Liaison Network (TLN)

The Transfer Liaison Network (TLN) was established during the year, with an initial face-to-face meeting held in December. It will conduct its communications primarily through an electronic listserv. The purpose of the Network is to encourage the development of collegial working relationships among Transfer Liaison Persons (TLPs) and to facilitate inter-institutional communication and the sharing of information which can be used to analyze, refine or improve the transfer system *from the advising or the student's point of view*. The TLP selected by each institution is one who, in his/her current position, functions as a knowledgeable resource or contact person for students or for other personnel dealing with transfer issues, or whose job description already encompasses some aspects of the TLP role. The position the TLP holds may vary from institution to institution. To date a number of issues have been brought to the attention of the TLN, and their responses have provided valuable assistance to the Council.

Research and Publications

Council staff dedicates a considerable amount of its time to the development, publication and dissemination of a significant array of publications which are made available free of charge across the B.C. post-secondary system. Involvement includes writing, reviewing and editing, coordinating peer review processes, arranging for printing and final distribution, and web publishing. The range of publications, in addition to the flagship *B.C. Transfer Guide,* includes newsletters of a general update nature as well as issue "alerts", discussion papers on specific topics pertaining to admissions and transfer initiatives, and lengthy research reports.

On this topic, BCCAT is pleased to note that it has agreed to a request made by the Education Resources Information Center (ERIC) to have Council documents included in its extensive database. Sponsored by the National Library of Education at the U.S. Department of Education, the ERIC database is an information network which catalogues, summarizes and provides access to education information from all sources making them available in hard copy, microfiche and electronic formats worldwide. This significantly expands the potential readership for all such publications.

Support to the System

As in past years, Council staff responded to many requests for assistance and support from individual institutions as well as to inquiries with respect to potential misunderstandings and difficulties. Staff members assisted in mediating disputes when requested to do so. In 2000 – 2001 the following contacts were made:

- **British Columbia Institute of Technology**, regarding its role as a sending and receiving institution, and promoting transfer-friendly policies and practices as well as developing and formalizing a database of transfer agreements.
- **Camosun College**, regarding transfer of Psychology courses to UVic.
- **Columbia College**, regarding transfer credit for Chinese courses at UVic; as well as their authority to offer Associate Degrees.
- **Douglas College**, regarding inactive courses.
- **Institute for Indigenous Government**, regarding how its courses may be articulated with receiving institutions in B.C.
- **Justice Institute**, regarding participating more fully in the articulation and transfer aspects of the B.C. post-secondary system.
- **Kwantlen University College**'s administration (Deans, VP, Registrar, Associate Registrar, Chair, Education Council, and others) and faculty, regarding their promotion of the associate degree and the development of an associate degree transfer policy.
- **Langara College**, regarding lack of finalized transfer credit arrangements with Okanagan University College in one particular department, and regarding an issue with UBC over a specific transcript notation.
- **Malaspina University-College**, regarding block transfer policy for 2-year technical diplomas.
- **North Island College**, regarding transcripting practices.
- **Northern Lights College**, regarding a question of course duration.
- **Northwest Community College**, regarding instructor qualifications and transferability of courses.
- **Okanagan University College**'s Educational Council, regarding several issues pertaining to the associate degree, as well as the assignment of credit and other articulation processes.
- **Technical University of British Columbia** regarding a number of relevant issues, and new policy documents.
- **Trinity Western University**, regarding course changes.
- **University of British Columbia**, regarding grade conversion issues; the Student Services Business Process Reengineering Project; and concerns about deficiencies in the content of a previously articulated sending institution course.
- **University College of the Cariboo**, regarding private – public articulation.
- **University of Northern British Columbia**, the **Institute of Indigenous Government** and **Langara College** regarding the possibility of block transfer agreements for First Nations and other programs to UNBC.

Private Post-Secondary Institutions

The Council continues to liaise with the Ministry and the post-secondary system to determine policy direction with respect to issues of private to public articulation. As well, the Executive Director met on several occasions with his counterpart at the Private Post-Secondary Education Commission. Advice has been given to both private and public post-secondary institutions regarding transfer and articulation issues. In addition BCCAT responded to several inquiries from other provinces, and in two cases from Washington State. The Council has been alerted to potentially misleading information on some private institutions' web sites which appears to convey the message that students can transfer to a B.C. university from there. Information has been added to the web site in an attempt to clarify how private institutions are included in the *Transfer Guide*. This information is located at: www.bccat.bc.ca/syst/privates.htm

Collaboration with Other Groups

Ministries, Agencies, Groups & Organizations in B.C.

The Council has ongoing relationships and collaboration with:

- Academic & Career/Technical Deans & Directors (AC/TDeans)
- Advanced Education Council of British Columbia (AECBC)
- B.C. Advisors Association (BCADA)
- B.C. Association of Trades & Technical Administrators (BCATTA)
- B.C. Institutional Researchers & Planners (BCIRP)
- B.C. Registrars' Association (BCRA)
- Canadian Federation of Students, B.C. Component (CFS)
- Centre for Curriculum, Transfer & Technology (C2T2)
- Centre for Education Information (CEISS)
- Centre for Policy Studies in Higher Education & Training (CHET)
- Council of Chairs of Educational Councils (CoEdCo)
- Industry Training & Apprenticeship Commission (ITAC)
- Ministry of Advanced Education, Training & Technology (MAETT)
- Ministry of Education (MoE)
- Outcomes Working Group (OWG)
- Senior Educational Services Officers Committee (SESOC)
- Senior Instructional Officers Committee (SIOC)
- The University Presidents' Council (TUPC)
- University Vice Presidents (Academic) Committee (VPAC),

For the fiscal year 2000–2001, we draw particular attention to the following:

- **AC/TDeans** – The Associate Director attended all the meetings of this group to discuss BCCAT initiatives and receive advice on several issues.

- **AECBC** – The Executive Director met with the President and Chair of AECBC to discuss items of significance to the college, university college and institute system.

- **BCATTA** – The Associate Director met with the President of BCATTA to plan a presentation to the annual BCCAT meeting of articulation committee chairs and system liaison persons.

- **BCRA** – The Executive Director made a presentation on BCCAT Admissions research to the BCRA Annual Conference, and drew to their attention the plan for a Canadian Record and Transcript Guide. The Associate Director attended all BCRA meetings.

- **CFS** – The Administrative Assistant co-facilitated a workshop at the semi-annual meeting of the CFS, providing an overview of the Council's work on behalf of students and demonstrating how to use the *B.C. Transfer Guide*.

- **C2T2** –The Associate Director moderated a panel discussion on Transfer Innovations projects and the work of articulation committees at the Kaleidoscope 2000 conference. The Executive Director participates actively in the Prior Learning Assessment Provincial Steering Committee.

- **CEISS** – The Council contracted with CEISS to prepare a report analyzing responses to the admissions and transfer questions in the Year 2000 College and Institute Student Outcomes Survey. The Associate Director sits on the Provincial Application Service (PASBC) Steering Committee, and the Administrative Assistant represents the Council on the steering committee of the "Opening Doors" Project.

- **CHET** – The Executive Director attended meetings sponsored by CHET, which prepared a paper on the "Prospects for an Integrated System of Post-Secondary Education in B.C." He provided advice regarding the role of BCCAT as outlined in a draft of the paper.

- **ITAC** – The Associate Director met with the ITAC Director of Operations regarding the possibility of recording in the *Transfer Guide* college–ITAC transfer agreements.

- **MAETT** – The Executive Director attended an all day meeting of the Ministry's Designation and Program Eligibility Working Group, providing advice on the issue of B.C. students not being able to count distance education courses in which they are concurrently enrolled in other provinces for the purposes of financial aid eligibility.

- **OWG** – The Executive Director participated in the discussions on future directions for the annual OWG student outcomes survey, identifying some key problems in how institutions were selecting their student cohort for the survey.

- **SIOC & VPAC** – The Executive Director attended all the regular meetings of SIOC and most of VPAC at which there was discussion of major Council policy initiatives (e.g. transfer policies regarding associate degrees; institutional representation on articulation committees, etc.)

- **TUPC** – The Executive Director met with the President and Vice-President of TUPC regarding the TUPC process for approving the inclusion in the *Transfer Guide* of private post-secondary institutions.

Out-of-Province & National Organizations

It is important to facilitate the improvement of student friendly policies and practices that will enhance student mobility and transfer between institutions across the country.

During this fiscal year the Council was involved in the following activities:

- Advising the **Conference Board of Canada** on a national survey instrument to measure the economic costs of the non-recognition of learning in Canadian business and industry.

- Assisting the Executive of the **Association of Registrars of the Universities and Colleges of Canada** (ARUCC) and **Human Resources Development Canada** (HRDC) to facilitate the development of national transcript and record standards including development of a formal proposal to HRDC for funding such a project.

- Serving on the Task Force on Mobility and Transferability under the auspices of the **Association of Canadian Community Colleges** (ACCC) and participating in a presentation on the Pan-Canadian Protocol on the Transferability of Learning.

- Maintaining contact with related agencies in other jurisdictions (including relevant web site links) and in particular with the **Alberta Council on Admissions and Transfer** (ACAT).

- Meeting with representatives from the **Council of Ontario Universities** (COU) and the **Association of Colleges of Applied Arts and Technology of Ontario** (ACAAT) who visited B.C. to learn about our transfer system in light of directives from the Ontario government to improve transfer processes in that province.

- Providing information and advice to **Ontario's Investing in Students Task Force** that prepared a report titled *Portals and Pathways: A Review of Postsecondary Education in Ontario*.

- Presenting to the annual conference of the **Ontario University Registrars Association** (ORA) in Huntsville, Ontario a paper on the critical success factors that resulted in a successful transfer system in B.C. and their potential application in Ontario.

- Meeting with the **York University** Associate Registrar (Office of Admissions) on a number of relevant issues and concerns.

- Meeting with the **Manitoba Minister of Advanced Education** who visited BCCAT to learn first hand about the B.C. transfer system.

- Advising **Acadia University** regarding transfer credit arrangements between the Kootenay School of the Arts and Emily Carr Institute of Art and Design.

International Contacts

- Assisting the Ministry of Advanced Education, Training & Technology with the preparation of a presentation on the B.C. Transfer System for an **International Forum of Ministers of Education**, sponsored by the Council of Ministers of Education, Canada (CMEC)

- Making a presentation on B.C.'s transfer system and the role of BCCAT to a meeting of Washington State's **Inter-College Relations Commission**, composed of representatives from 60 private and public colleges and universities.

- Attending a **National Conference on Students in Transition** in Cincinnati, Ohio, including a number of informative sessions pertaining to transfer credit policies and practices in various U.S. states and specific post-secondary institutions.

- Attending the **Pacific Association of Collegiate Registrars and Admissions Officers** Annual Conference in San Diego, California, which was particularly informative with regards to using the Internet and other electronic technologies to enhance and improve transfer, admissions and advising processes.

Appendix

This appendix lists all of the documents produced by BCCAT during the fiscal year 2000–2001, including their location on the BCCAT web site. All such documents are included in the package sent to the Ministry of Advanced Education, Training & Technology.

BCCAT Publications – April 1, 2000 – March 31, 2001

Number / Month	*Publication Type and Title*	*Quantity Printed*	*Distribution List*	*Web Site Location*
#1 - April	**Annual Report for 1999–2000 to the Ministry of Advanced Education, Training & Technology**	200	MAETT, institutional presidents, VPs Academic, Agencies, other	www.bccat.bc.ca/pubs/ar99-00.pdf
#2 - April	**Handbook: B.C. Transfer TIPS**	40,000	In bulk to post-secondary institutions for students, advisors, counselors, etc.	www.bccat.bc.ca/tips/
#3 - April	**Newsletter / Special Report: Transfer: Some Solutions**	3,500	MAETT, post-secondary institutions, system organizations,"friends of BCCAT"	www.bccat.bc.ca/pubs/sr_apr00.pdf
#4 - April	**Report: Profile of B.C. College Transfer Students Admitted to the University of Victoria 1994–95 to 1998–99**	185	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/uvicprofile3.pdf
#5 - May	**Report: Profile of B.C. College Transfer Students Admitted to the University of British Columbia 1993–94 to 1997–98**	180	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/ubcprofile2.pdf
#6 - May	**Handbook: Block Transfer Handbook – Constructing & Negotiating Block Transfer Agreements**	550	TAC, Transfer Innovations projects personnel, ICPs, MAETT, ACAT, etc.	www.bccat.bc.ca/pubs/bthbook.pdf
#7 - June	**Advisor: New Associate Degree Requirements**	6,400	MAETT, post-secondary institutions (incl. Advising Offices), system organizations, "friends of BCCAT"	www.bccat.bc.ca/pubs/advisor06-00.pdf
#8 - June	**Report: Profile of B.C. College Transfer Students Admitted to the University of Northern British Columbia 1998–99**	180	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/unbcprofile1.pdf
#9 - June	**Guide: B.C. Transfer Guide 11th annual edition**	2,500	Post-secondary institutions, senior secondary schools, public libraries, career training centres etc.	www.bccat.bc.ca/tg/tgfs.htm

Number / Month	*Publication Type and Title*	*Quantity Printed*	*Distribution List*	*Web Site Location*
#10 – June	**Report: Student Access and Mobility within the British Columbia Post-Secondary System**	215	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/dennison.pdf
#11 - October	**Research Report: Transcript Assessment Studies Overview**	3100	Usual distribution list plus AC chairs/co-chairs with covering letter	www.bccat.bc.ca/pubs/rr-oct00.pdf
#12 - November	**Newsletter: General BCCAT Update & Promotion for web site**	3000	Usual distribution list.	www.bccat.bc.ca/pubs/nl_nov00.pdf
#13 - January	**"Articulation Committees: Their Essential Role in a Successful Transfer System"**	1500	VPs Academic/Education, Ed. Co Chairs, AC chairs & SLPs, Council & others	www.bccat.bc.ca/pubs/essential.pdf
#14 - January	**Advisor: "Can I Transfer from a University?"**	3,200	Usual distribution plus Advising Offices	www.bccat.bc.ca/pubs/advisor01-01.pdf
#15 - February	**Newsletter: OWG admissions and transfer survey results**	3,200	Usual newsletter distribution plus Research Report distribution	www.bccat.bc.ca/pubs/rr_feb01.pdf
#16 - February	**CEISS Report on OWG Survey Admissions & Transfer results**	175	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/ceissfeb01.pdf
#17 - March	**Report: Profile of B.C. College Transfer Students Admitted to UBC 1994–95 to 1999–2000**	175	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/ubcprofile3.pdf
#18 - March	**Report: Profile of B.C. College Transfer Students Admitted to UNBC 1998–99 & 1999–2000**	175	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAETT, System organizations	www.bccat.bc.ca/pubs/unbcprofile2.pdf
#19 - March	**Articulation Committee Handbook 3rd Edition**	2000	All members of all articulation committees, SIOC, Council, etc.	www.bccat.bc.ca/artic/achbook/